

SkillsTutor Grade Equivalency Chart				
Grade Equivalent Level	Reading	Mathematics	Science	Additional Subjects
Kindergarten	Beginning Language Arts	Beginning Math		
1 st Grade	Beginning Language Arts	Beginning Math		
2 nd Grade	Beginning Language Arts Reading Comprehension LL	Beginning Math		
3 rd Grade	Beginning Language Arts Reading Vocabulary A Reading Comprehension LL & A Language Arts A	Math A		
4 th Grade	Reading Vocabulary A Reading Comprehension LL & A Language Arts A	Math A		
5 th Grade	Reading Vocabulary B Reading Comprehension B Language Arts B	Math B		
6 th Grade	Reading Vocabulary B Reading Comprehension B Language Arts B Reading, Writing, Language	Math B Basic Mathematics		Information Skills
7 th Grade	Reading Vocabulary C Reading Comprehension C Language Arts C Reading, Writing, Language	Math C Basic Mathematics	Science I	Information Skills
8 th Grade	Reading Vocabulary C Reading Comprehension C Language Arts C Reading, Writing, Language	Math C Basic Mathematics Intermediate Mathematics	Science I	Information Skills
9 th Grade	Reading & Writing Language	Basic Mathematics Intermediate Mathematics Algebra	Science I	Information Skills Workforce Skills
10 th Grade	Reading & Writing Language	Intermediate Mathematics Algebra	Science II	Information Skills Workforce Skills
11 th Grade	Reading & Writing Language	Algebra	Science II	Information Skills Workforce Skills
12 th Grade	Reading & Writing Language		Science II	Information Skills Workforce Skills

Steps for Getting Started

Step I: Log In

1. Open your Web Browser.
2.
 - a. For SkillsTutor, go to www.MySkillsTutor.com.
 - b. For Employability and Work Maturity Skills, go to www.myemployabilityskills.com.
 - c. For Sexual Harassment, go to www.hrbasicsonline.com.

Important: If you do not have Flash player installed, you will be prompted to install it. The instructions for downloading and installing Flash Player for your particular browser and operating system can be found in Frequently Asked Questions located at <http://www.AchievementTech.com/go/stsysreq>

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Please type your login information.

Log In
Clear
Home
Tip

User Name:
Password:
Site:
Log In

☐ Play audio in Spanish (when it is available).
Note: Audio preference must be selected every time you log in.

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3. Type your:
 - user name in the field labeled **User Name**.
 - password in the field labeled **Password**.
 - site identifier in the field labeled **Site**.
4. Click **Log In**. The Main screen displays.

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Mrs. Stephanie Gibson
Select an option at left.

Classes
Reports
View Activity
Teacher Properties
View Tutorials
View Guides & Worksheets
Log Out
Tip

Welcome!

Here are the things you need to do to get your students started:

- Create a Class
- Enroll Students in a Class
- Give Assignments to Students

[Click Here](#) to disable this message in the future.

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Tip: When a Teacher logs in for the first time a “Welcome” message appears. This may be turned off by choosing the “Click Here to disable this message” link. The Teacher can turn the message back on at any time by going to the “Change Password” screen and selecting the box next to “Show New User Intro Screen.”

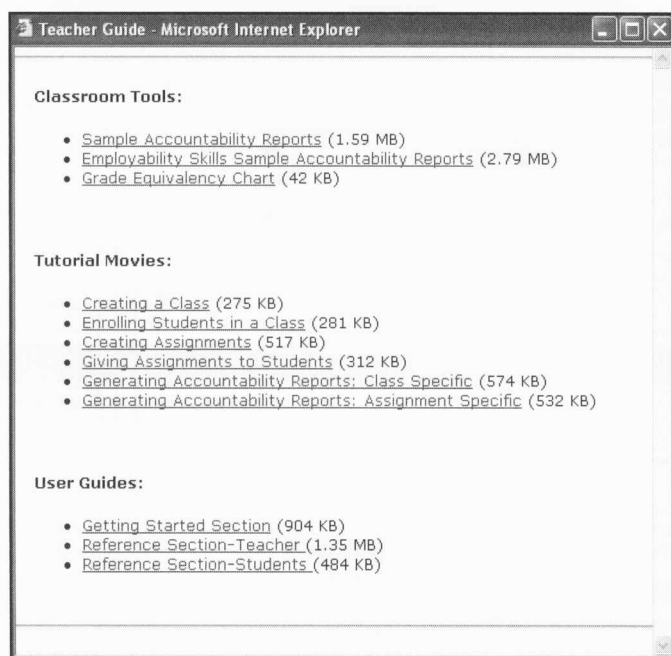
Important: A Tip button is located on every page. Refer to this for instructions tied to screen content.

Step II: Viewing the Tutorials

Step III: Viewing Guides & Worksheets

1. From the Main screen, click View Tutorials or View Guides & Worksheets

Important: If you do not have Adobe Acrobat Reader installed, you will be prompted to install it. The instructions for downloading and installing Adobe Acrobat Reader for your particular browser and operating system can be found in Frequently Asked Questions located at <http://www.AchievementTech.com/go/stsysreq>



2. Click on a tool, a tutorial movie, or a guide.

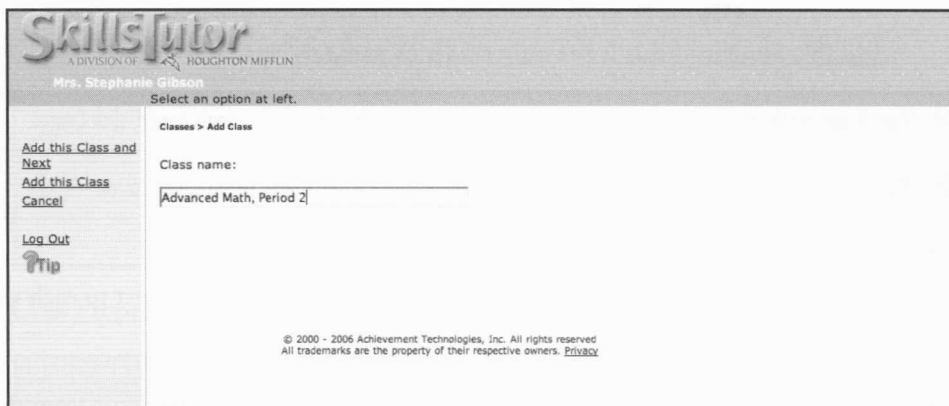
Important: Tutorial movies require Flash 6 and above.

3. When you are finished, click the ☒ located in the far upper right corner to close the “Adobe Acrobat – [Embedded File]” window.
4. Click the ☒ located in the far upper right corner to close the “Teacher Guide” window.

Tip: The User Guide is the complete instruction manual for the program. Each Classroom Guide outlines the content and activities for each program.

Step IV: Create a Class

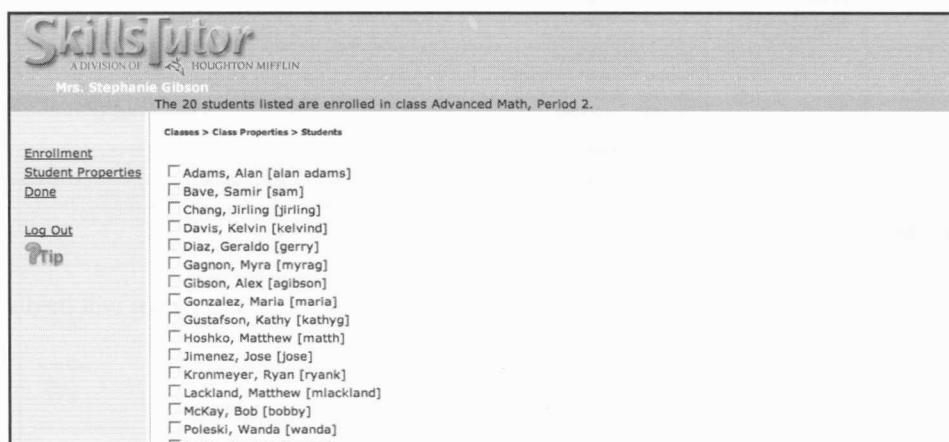
1. From the Main screen, click Classes.
2. Click Add Classes.
3. Type a class name in the blank space.




4. Click Add this Class to return to the Classes screen.

Step V: Enroll Students in Your Class

1. Select a class with which to work and click Class Properties. Then, click Students.
2. Click Enrollment.



 **Tip:** If your administrator has imported your school's student roster, an alphabetized list of student names will display on the right. Enrolling a student in your class may involve both selecting student names from the list as well as adding students whose names do not appear on the list. Both techniques for enrolling students in your class are addressed in steps 3 and 4.

3. Adding a student to the list:

- Click [Add New Students](#).
- Type the student's first and last name and user name. (Password is optional. If it is not assigned, the student will create one the first time s/he logs in).
- Click [Add this Student and Next](#) if more than one (1) student must be added to the list. Continue until the last new student's information has been added

OR

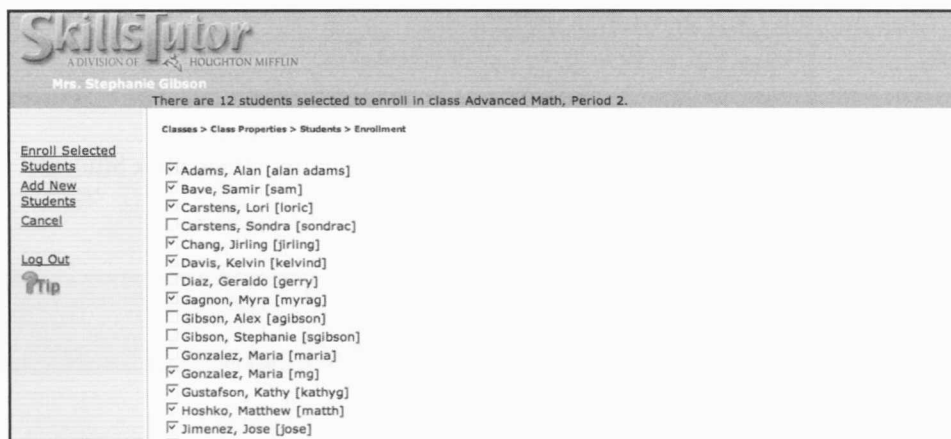
[Add this Student](#) if this is the only student's name to be added to the list.

 **Tip:** If you accidentally click [Add this Student and Next](#), but have no additional students to add, click [Cancel](#).

 **Tip:** The new students that are added to the class enrollment list are also added to the school roster.

4. Enrolling students from the list of students:

- Scroll through the list of student names and click the check box next to each student to enroll in your class.
- Deselect the check box next to the student's name to unenroll students from the class list.



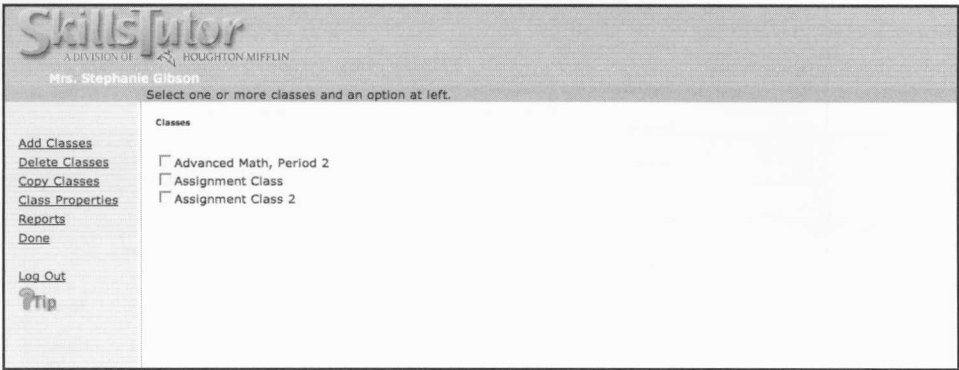
 **Important:** All of the names with a ☒ will be enrolled in your class.

5. Click [Enroll Selected Students](#). A list of all students enrolled in the class will be displayed.6. Click [Done](#).

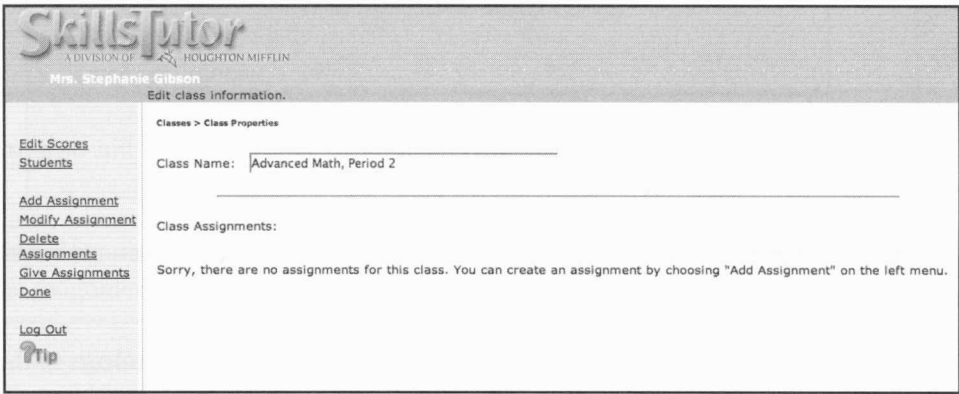
Step VI: Create Assignment(s)

Assignments can be created for individuals or an entire class. Both options are demonstrated.

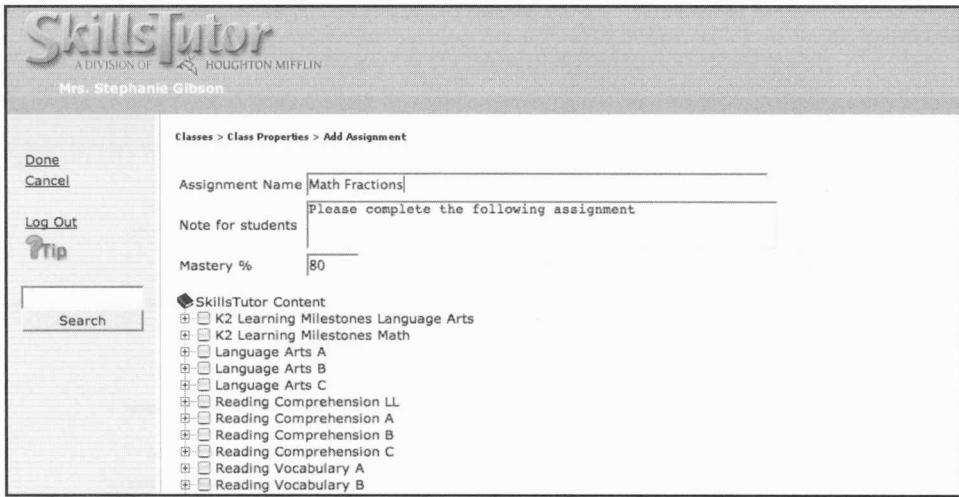
- 1. From the Classes screen, click the check box beside the class for which you want to make an assignment.



- 2. Click Class Properties.

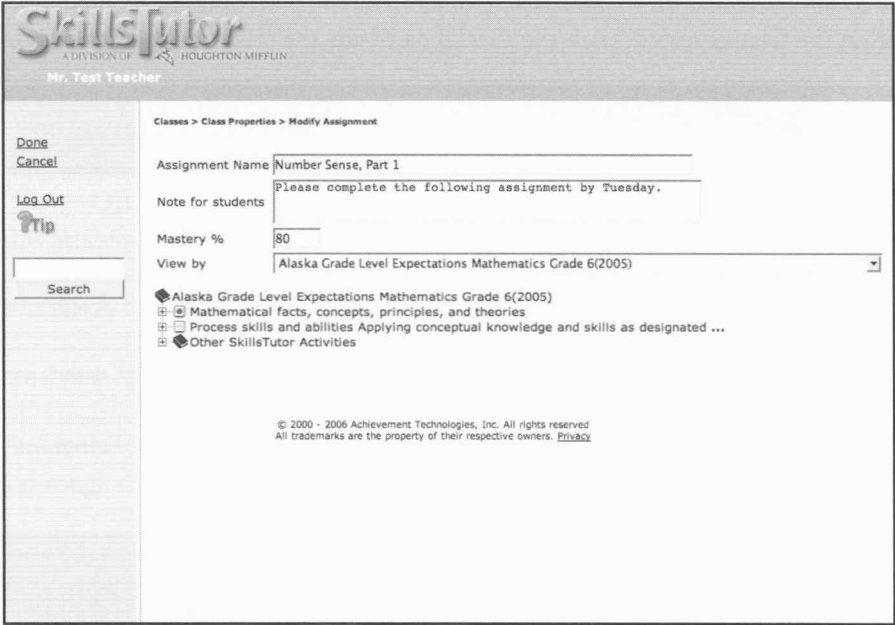


- 3. Click Add Assignment.



- 4. Enter an assignment name (*e.g.*, Math-Fractions).
 - a. Type a note for your students. This is what students will see when they log in. (Optional.)
 - b. Enter the Mastery % (if the default of 80% is not appropriate).


5. From Frameworks Links, choose to view by SkillsTutor Content or State Standard.

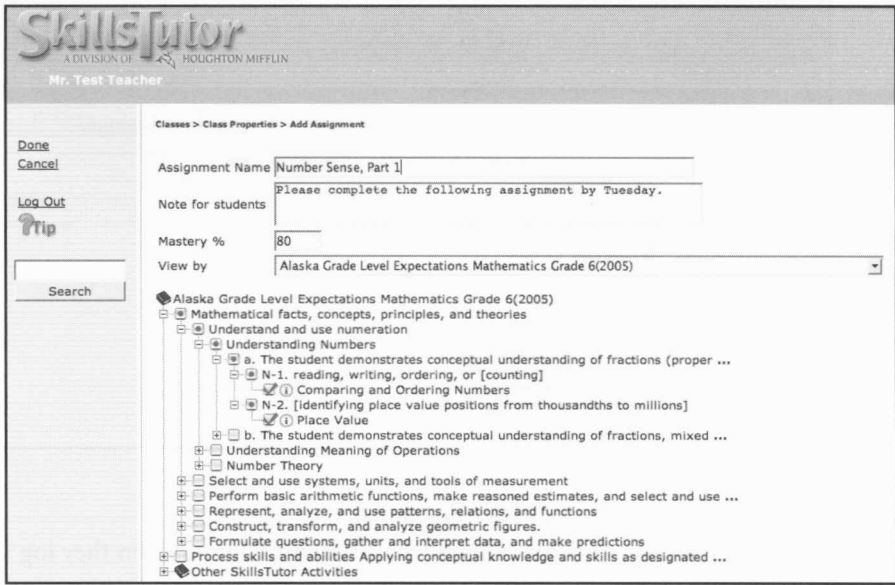


Activities are arranged in a tree structure. The information “nested” within each item can be viewed by clicking [+]. It can be hidden by clicking [-].

 **Tip:** A tree structure is a hierarchical organization of information—much like a writer’s outline—and is commonly used in Windows operating systems.

6. Click the check box(es) for the activity(ies) you want to assign to all students in the class.

 **Tip:** You may choose to only assign the pretest for a subject. Click [+] next to the desired subject, and click Select All Pretests to assign all pretest within that subject. Upon completion of the pretest, activities will be prescribed based on the Mastery % that is defined.

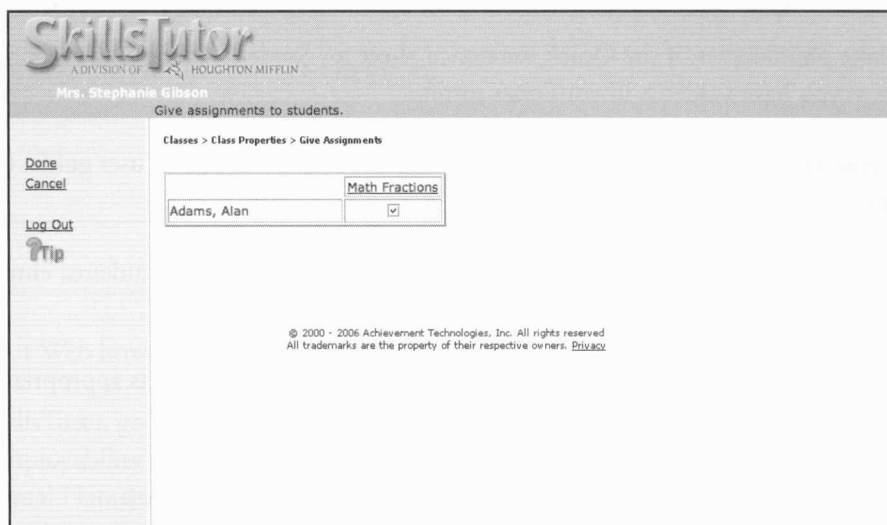


7. Once the desired activities have been selected, click Done to give the assignment to students in the class.

Step VII: Give Assignment(s)

Once the assignment is created, it needs to be given to the students. Assignments can be given to the entire class or to individual students.

Tip: If you have already enrolled students before working through the steps in this Getting Started section, you will be taken directly to the Give Assignments screen after creating a new assignment.



1. To give an assignment to an entire class, click on the assignment name. All students in the class will be given the assignment.
2. To give an assignment to individuals, click on the check box under the assignment you want to give and across from the student you wish to complete it.

Important: Every time a new student is enrolled into a class, they will also have to be given an assignment. If they are not given an assignment by a teacher, the program will assign all the default pretests.

3. Click Done to save.
4. Click Done on the next two screens to return to the Main screen.

Step VIII: Log Out

From the Main screen, click Log Out.

Preparing the Student QuickStart

On page 3-11 is a Quick Reference Sheet for Students. If you are ready for your students to begin using the program, you may want to use this Quick Reference Sheet to distribute log-in information and instructions. To do so,

1. Make photocopies of the Quick Reference Sheet for Students (pages 3-11 and 3-12). Make as many copies as you have students in your class roster.
2. If you have not already printed the Class Roster, refer to the online user guide. (See page 3-4 if you are unsure of how to view online guides.)
3. In the fields provided at the top of the Quick Reference Sheet for Students, enter the log-in information for each student from the Class Roster Printout.
4. Distribute the Quick Reference Sheet for Students to each student as appropriate.

Listed below is the information that you need to log in:

- Important:** If no password has been given to you, leave it blank.

-

Quick Reference Sheet for Students

The following step-by-step instructions provide a quick and easy way to get you started. If you need additional assistance using the program, please contact the instructor who provided you with access to the program.

Logging In

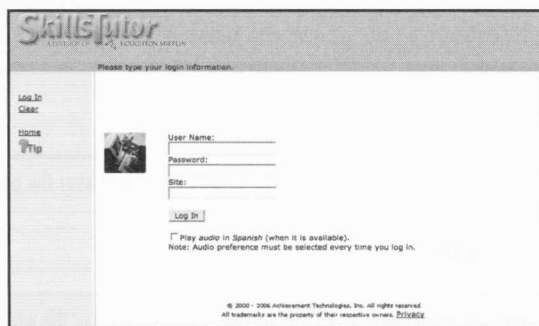
Listed below is the information that you need to log in:

User Name: _____

Password: _____

Site: _____

1. Open your Web browser.
2.
 - a. For SkillsTutor, go to www.MySkillsTutor.com.
 - b. For Employability and Work Maturity Skills, go to www.myemployabilityskills.com.
 - c. For Sexual Harassment, go to www.hrbasicsonline.com.



3. Type your user name, password and site.

Important: If no password has been given to you, leave it blank. You will be required to create a password later.

4. Click **Log In**.
 - a. If you entered a password at the log-in screen, the list of available assignments under the class name displays. Proceed to "Taking An Assignment" on the back of this page.
 - b. If you did NOT enter a password, click Yes, it is my name. Then:
 - Type a password in the *New Password*: blank space.
 - Type this same password again in the *New Password (Repeat)*: blank space.
 - Click Done. If a SECURITY ALERT window displays, click the **Yes** button.
 - The list of available assignments and class name displays.
 - c. If you did NOT enter a password and the name displayed is NOT yours, please contact your instructor.

Important: A Tip button is located on every page. Refer to this for instructions tied to screen content.

Taking an Assignment

Your instructor has assigned activities for you to complete. There may be one activity or several activities. To access your assignments follow these steps:

1. Click an assignment under the class name on which you wish to work.

 **Tip:** If you have been enrolled in only ONE class with ONE assignment, you will go immediately to the subject screen.


2. Click a subject to select it.



3. Click the activity listed in the **Your next recommended activity** is box at the top of the screen.
4. Complete the activity following the directions on each screen.

 **Tip:** When audio is available, your cursor will change to a hand. You can then click in the activity window to hear the audio support.


5. When you have completed the activity, click **Go On**.

 **Important:** Do NOT click the ☐ in the upper right corner of the window. If you do, you will not get credit for the work you just completed.

If you need to close the activity before it has been completed, it will be bookmarked. When you return to a bookmarked activity, *SkillsTutor* will open the activity to the page where you left off. The total time on task and grade will not be recorded until the bookmarked activity has been completed.

Once you have completed an activity, you will be returned to the list of activities available to you in your selected subject. You may choose one of the following options:

- Click on the next recommended activity.
- Click the **Back** button once and select a different subject.
- Click the **Back** button twice to choose a different assignment.
- Click Log Out to exit.

 **Important:** If you are accessing the program outside of your school or educational organization, please make sure the computer you are using meets the system requirements. These requirements can be found at www.SkillsTutor.com/go/stsysreq
